BATCH PROCESSING

Description:

This is a feature in CORIS that allows a clerk to perform certain tasks on multiple cases at one time.

Reference:

CORIS Online Manual addresses each task individually but not as a batch process
**http://www.utcourts.gov/coris/corisman/2.htm#documents**

Overview:

The batch processing screen has many tasks to choose from. It includes Archiving, Assign Judge/Commissioner, Attach/Detach Attorneys, Calendar, Case History Note, Charges, Civil Case Disposition, Add Common Party, Document, Judgment Disposition, Old Citations, Print Case/History, Print Envelopes, Print Payment History, Tracking, Warrant Issue and Warrant Recall

If a clerk has a certain task for multiple cases, using the batch processing feature will save time. It is important that the batch processing screens are only used for what they were intended. Not all documents can be entered using batch processing.

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Procedure/Computer Entry

      1.   Select **Information > Batch Processing**.
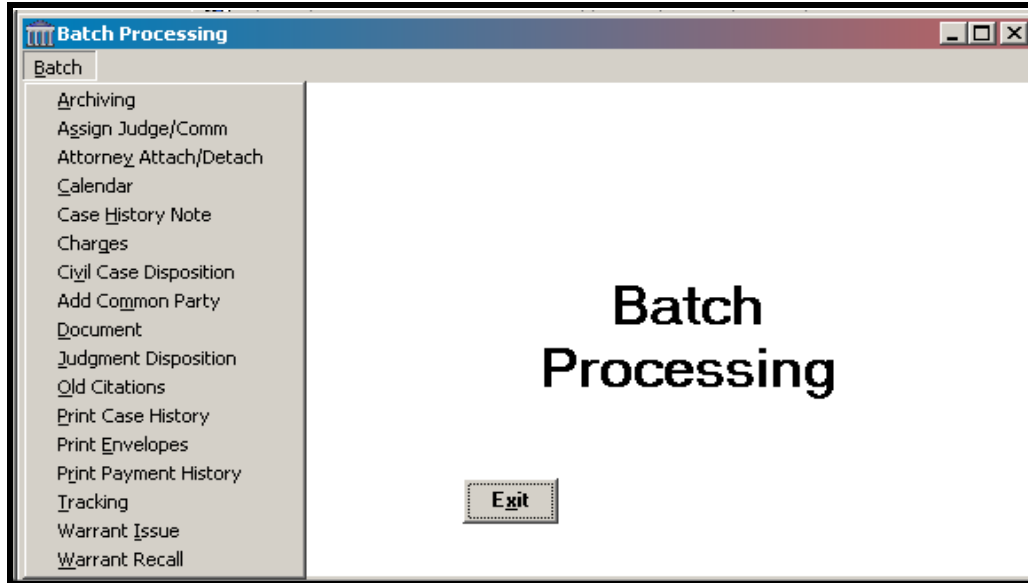
      2.   Select the task to perform

                  A.   **Archiving** (This is used to store files off site so the courts will have record of where the files are. This will add an entry to each case telling the location.)

                          Select the **Archive Type** and fill in the **Archive Box Number**. Fill in the case numbers and select enter. If a case needs to be returned to the courts select **Undo Archive**.

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B. **A̲ssign Judge/Commissioner** (This screen allows clerks to assign the Judge/Commissioner to numerous cases instead of going into each case individually.)
Fill in the **Case Numbers** and select the appropriate **Judge/Commissioner** then select **Enter**.

C. **Attorney̲ Attach/Detach** (This screen is used in order to attach the same attorney to multiple case numbers without doing each case individually.)

Enter **Case Numbers.** Select either a **Common Party or Party Type.** Enter **Bar Number** or name of attorney**,** select **F̲ind**, choose **Attach** or **Detach** then select **Enter.**

D.

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Calendar (If there are multiple cases set for the same type of hearing on the same date and time this screen is used to process and calendar the events for each case.)

Fill in the **Case Numbers**, select **Event** type, fill in date, time, room and judge. If notices are needed check the **Print Notice** box. A **Calendar Note** may be added if necessary. Select **Enter**.

Batch Calendar

Case Numbers

Event [▼]   **On** [ ]   **At** [ ]   ⦿ AM ◯ PM   **Room** [-- ▼]   **With** [▼]   ☐ **Print Notice**

Calendar Note
[   ]

[Enter] [Exit]

E.   **Case History Note** (If there are a number of cases that a person has or the same type of case that needs a note use this screen to have the note entered into the cases instead of going into each case individually.)
Fill in **Case Numbers,** type a **Case History Message,** select **Enter.**

Batch Case History Note

Case Numbers

Case History Message
[   ]

Date [04/15/2005]   [Enter] [Exit]

F. **Charges** (If there are multiple cases with the same charges instead of putting each charge in each case individually use this screen to put it in one time in each case.)

Fill in the **Case Numbers**, select the appropriate **Gov. Code**, **Violation Code** and **Severity**. Select **Enter**.

See **Charges** Document for further instructions as to Find Violation and Alt Charging Agency.

G. **Civil Case Disposition** (If there are a number of cases that have the same disposition, such as Granted or Dismissed, by the same Judge clerks may use this screen instead of going into each case separately.)

Fill in the **Case Numbers,** select the **Case Disposition**, **Disposition Judge** and **Disposition Date.** Select **Enter**.

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H. **Add Common Party** (In Civil cases many times there are cases filed with a Common Party clerks can add that party to numerous cases all at the same time using this screen.)

Fill in the **Case Numbers,** select **Common Party** and **Party Type,** select **Enter**.

Confirm that the desired common party is available prior to using this batch screen. If not available, contact supervisor.

I. **Document** (Instead of going to the F5 screen in every case if there are cases with the same type of title such as Motion, enter them in this screen at the same time for all documents.)

Fill in the **Case Numbers, Entry Date, Document Type,** and **Document Title.** This screen should only be used for the types of documents listed in the drop down box. Select **Print Barcode** box if needed for scanning purposes.

Only Motion, Other and Trial Ready documents may be filed through this batch processing screen.

J.   **Judgment Disposition** (This could be used when several cases are being dismissed due to satisfactions of judgements or 120 days with no service.)

Fill in the **Case Numbers,** select the **Disposition Code** and **Disposition Date,** select **Enter.**

K.   **Old Citations** (This is used when warrants expire and the prosecutor does not want to proceed.)

Fill in the **Case Numbers,** select **Enter.**

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L. **Print Case/History** (Many times an individual will come in and need a copy of their case history but they have multiple cases. Clerks can print all the cases and history directly from this screen without doing each case individually.)

Fill in **Case Numbers,** select from drop down box the number of days if applicable, select **Enter.**

M. **Print Envelopes** (This screen is used to print multiple envelopes for cases with different parties instead of going into each case and individually and printing envelopes there.)

Fill in the **Case Numbers,** select a **Party**, select **Enter.**

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> **Note:** If "All" is selected from the Party drop down box, any AKA's, decedents, payors, minor children, etc listed on the case will print out on envelopes. If the Attorneys box is checked it will print out all attorneys attached to the case.

Batch Print Envelopes

Case Numbers

Party [All ▼]   Attorneys ☐   [Enter]   [Exit]

N.   **Print Payment History** (This screen may be used if someone needs to know their payment history for their fine but they have multiple cases and they have been paying on them all. Put in the all the case numbers and it will give you the history of each case and the payments that were made.)

Fill in **Case Numbers,** select **Enter.**

Batch Print Case Payment History

Case Numbers

[Enter]   [Exit]

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O. **T**racking (Clerks may use this screen to track the numerous files that have been checked out by a Judge instead of going into each case and entering the same information.)

Fill in **Case Numbers,** select the **Tracking Code** and **Review Date,** select **Enter.**

P. **Warrant Issue** (If the Judge issues a number of warrants on the same date clerks may use this screen to issue them instead of doing each warrant individually.)

Fill in the **Case Numbers,** select the **Issue Judge** and **Issue Date,** select **Enter.**

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Q. **Warrant Recall** (If there are multiple warrants in more than one case that need to be recalled with the same Judge and reason use this screen to do so.)

Fill in **Case Numbers,** select **Judge, Recall Date** and **Reason.** If a notice is needed, select **Print Recall Notice.** If necessary select **Adjudicate FTA/FTC,** select **Enter**.